



Georgia Division of Family and Children Services
Georgia TeenWork Internship Program

Georgia TeenWork Internship Program Employer Application

Dear Prospective Georgia TeenWork Internship Partner,

As you may know, career preparation and employment opportunities are critical in assisting our youth in their transition into adulthood. During the summer of 2015, over 600 foster youth participated in the Georgia TeenWork Internship Program (GTIP) throughout the state of Georgia. During their participation, these youth engaged in career preparatory training and gained valuable employment skills while working at designated worksites. These worksites provided professional support, skill building opportunities and adult mentorship to youth who often may not have the opportunity to engage in quality and enriching programs and positive connections within their communities. As we move into the summer 2016, we are excited about providing this opportunity again for our youth in foster care and we would like this year to invite you to partner with us to make a difference in a youth's life.

The Georgia TeenWork Internship Program would like to invite you to partner with us to be an employer worksite for our 2016 youth employment program. There is no financial commitment you have to make as a partner; however, we are seeking agencies and organizations who are interested in changing a youth's life within their local community by providing meaningful work experiences and valuable work skill development opportunities within a safe and supportive, professional environment. Every year, government agencies, private companies, non-profit organizations, churches and colleges across the state of Georgia partner with GTIP to offer work opportunities for participating youth and it proves to not only be beneficial for our youth, but it provides our partnering organizations with the knowledge that they have made a positive influence and difference in a youth's life. Through your partnership, we can work to ensure early employment experiences that increase the likelihood that our youth will finish high school, identify and maintain long-term employment and will become successful adults.

All of us - community leaders, parents, businesses and state agencies - must work together as invested partners to support our youth through positive programs and experiences. We invite you to join us on this mission! If you would like to become a Georgia TeenWork Internship Program employer, please complete the enclosed application and email it to us at GeorgiaTeenWork@dhs.ga.gov. For additional questions, you may contact us by phone at (404) 463-7288 or via email at georgiateenwork@dhs.ga.gov. **To ensure we provide you and our youth with the greatest support in preparation for our 2016 youth employment cycle, we will need your completed application no later than Friday, November 20, 2015.**

Together, we will continue to support our youth and promote their successful transition into adulthood!

In Partnership,
Crystal P. Culver
Program Manager, Georgia TeenWork Internship Program



Georgia Division of Family and Children Services
Georgia TeenWork Internship Program

Georgia TeenWork Internship Program Employer Application

Date: / /

Are you a previous Georgia TeenWork Internship Program Employer ☐ Yes ☐ No

If yes, please select the employment cycle year(s) of participation

☐ 2008 ☐ 2009 ☐ 2010 ☐ 2011
☐ 2012 ☐ 2013 ☐ 2014 ☐ 2015

Company Information																									
Company Name as Registered with the Georgia Secretary of State	(Information will be verified through the Georgia Secretary of State's Office.)																								
Company Address			County																						
City			State	Zip Code																					
Company Type	<input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other:																								
Company Industry/Service Type (select all that apply)	<table border="0"><tr><td><input type="checkbox"/> Federal Government</td><td><input type="checkbox"/> After School Program</td><td><input type="checkbox"/> Hospitality-Hotel (Onsite)</td></tr><tr><td><input type="checkbox"/> State Government</td><td><input type="checkbox"/> Summer Program</td><td><input type="checkbox"/> Hospitality-Hotel (Corporate Office)</td></tr><tr><td><input type="checkbox"/> City Government</td><td><input type="checkbox"/> Recreation Center</td><td><input type="checkbox"/> Hair Care - Salon</td></tr><tr><td><input type="checkbox"/> Military</td><td><input type="checkbox"/> Finance – Banking/Bank</td><td><input type="checkbox"/> Hair Care – Corporate Office</td></tr><tr><td><input type="checkbox"/> School/School System</td><td><input type="checkbox"/> Finance – Corporate Office</td><td><input type="checkbox"/> Beauty</td></tr><tr><td><input type="checkbox"/> Day Care – Children/Youth</td><td><input type="checkbox"/> Consulting</td><td><input type="checkbox"/> Healthcare/Fitness</td></tr><tr><td><input type="checkbox"/> Group Home – Foster Youth</td><td><input type="checkbox"/> Culinary</td><td><input type="checkbox"/> Agriculture</td></tr></table>				<input type="checkbox"/> Federal Government	<input type="checkbox"/> After School Program	<input type="checkbox"/> Hospitality-Hotel (Onsite)	<input type="checkbox"/> State Government	<input type="checkbox"/> Summer Program	<input type="checkbox"/> Hospitality-Hotel (Corporate Office)	<input type="checkbox"/> City Government	<input type="checkbox"/> Recreation Center	<input type="checkbox"/> Hair Care - Salon	<input type="checkbox"/> Military	<input type="checkbox"/> Finance – Banking/Bank	<input type="checkbox"/> Hair Care – Corporate Office	<input type="checkbox"/> School/School System	<input type="checkbox"/> Finance – Corporate Office	<input type="checkbox"/> Beauty	<input type="checkbox"/> Day Care – Children/Youth	<input type="checkbox"/> Consulting	<input type="checkbox"/> Healthcare/Fitness	<input type="checkbox"/> Group Home – Foster Youth	<input type="checkbox"/> Culinary	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Federal Government	<input type="checkbox"/> After School Program	<input type="checkbox"/> Hospitality-Hotel (Onsite)																							
<input type="checkbox"/> State Government	<input type="checkbox"/> Summer Program	<input type="checkbox"/> Hospitality-Hotel (Corporate Office)																							
<input type="checkbox"/> City Government	<input type="checkbox"/> Recreation Center	<input type="checkbox"/> Hair Care - Salon																							
<input type="checkbox"/> Military	<input type="checkbox"/> Finance – Banking/Bank	<input type="checkbox"/> Hair Care – Corporate Office																							
<input type="checkbox"/> School/School System	<input type="checkbox"/> Finance – Corporate Office	<input type="checkbox"/> Beauty																							
<input type="checkbox"/> Day Care – Children/Youth	<input type="checkbox"/> Consulting	<input type="checkbox"/> Healthcare/Fitness																							
<input type="checkbox"/> Group Home – Foster Youth	<input type="checkbox"/> Culinary	<input type="checkbox"/> Agriculture																							
Georgia Secretary of State Registration Status (check one)																									
<input type="checkbox"/> Not Applicable - Reason: <input type="checkbox"/> Registered <input type="checkbox"/> Not Registered <input type="checkbox"/> Don't Know																									
Please Note: All partnering organizations, agencies and companies must be registered with the Georgia Secretary of State's office and must be in Active/Compliance before youth can begin their internship at their assigned worksites. Please see page 3 of 4 for instructions on accessing your organization's registration and compliance status with the Georgia Secretary of State.																									
Internship Position Request																									
Number of Interns Requested -																									
(Note: Depending on youth intern participation and industry preference, your company may not be connected to the number of interns requested.)																									
Job Responsibilities/Duties of Interns: (select all that apply)	<table border="0"><tr><td><input type="checkbox"/> Clerical – fax, copy, file, answer phones</td><td><input type="checkbox"/> Teaching/supervising children</td></tr><tr><td><input type="checkbox"/> Data Entry</td><td><input type="checkbox"/> Day Care – Children/Youth</td></tr><tr><td><input type="checkbox"/> Landscaping</td><td><input type="checkbox"/> Other:</td></tr></table>				<input type="checkbox"/> Clerical – fax, copy, file, answer phones	<input type="checkbox"/> Teaching/supervising children	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Day Care – Children/Youth	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Other:															
<input type="checkbox"/> Clerical – fax, copy, file, answer phones	<input type="checkbox"/> Teaching/supervising children																								
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Day Care – Children/Youth																								
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Other:																								
Youth Employment Site Information																									
(If your company would like to employ youth interns at multiple sites, please complete Page 4 (Additional Employment Sites).)																									
Site Address			County																						
City			State	Zip Code																					



Georgia Division of Family and Children Services
Georgia TeenWork Internship Program

Georgia TeenWork Internship Program Employer Application

Secretary of State Registration Status Verification Instructions

All prospective Georgia TeenWork Internship employer partners must submit proof of registration with the Georgia Secretary of State's office. Additionally, all employers must be in Active/Compliance with the Georgia Secretary of State upon the start date of their assigned interns employment. The instructions on accessing GA Secretary of State's website and the Active/Compliance confirmation is provided below.

Instructions:

1. Go to <https://cgov.sos.state.ga.us/Account.aspx/LogOn?ReturnUrl=%2fhome.aspx>
2. Scroll down to find Search Criteria (blue dialog box)
3. Enter agency name in "Inquiry" search box
4. Select "Search Type" option *Entity Name*
5. Select Search Depth
Helpful Tip: For better search results, select option *Contains*
6. Select Entity Status option *Active/Compliance*
7. Click *Search*
8. Click on highlighted agency name
Helpful Tip: If agency name does not appear, retry search. If agency name does not appear after retrying an additional search, contact the Georgia Secretary of State's office for assistance.

Authorization of Employer Application Submission

By signing below, I hereby certify I am an authorized official of the Company above. I certify the information provided is true and correct to the best of my knowledge. I understand any false or misleading information provided may disqualify my company for consideration.

Printed Name _____ Title _____

Signature _____ Date _____

For DFCS Internal Office Use Only:

- ☐ Approved
☐ Not Approved



Georgia Division of Family and Children Services
Georgia TeenWork Internship Program

Georgia TeenWork Internship Program Employer Application

Additional Youth Intern Employment Sites

Youth Employment Site 2					
Site Address		County			
City		State		Zip Code	
Youth Employment Site 3					
Site Address		County			
City		State		Zip Code	
Youth Employment Site 4					
Site Address		County			
City		State		Zip Code	
Youth Employment Site 5					
Site Address		County			
City		State		Zip Code	
Youth Employment Site 6					
Site Address		County			
City		State		Zip Code	
Youth Employment Site 7					
Site Address		County			
City		State		Zip Code	
Youth Employment Site 8					
Site Address		County			
City		State		Zip Code	